ADVANCE PASSENGER INFORMATION SYSTEM (APIS)

How to Prepare and Send Passenger and Crew Manifests

US/EDIFACT Format - E-mail Interface for Sea Carriers

USER GUIDE

APIS for Sea Carriers

E-mail Interface

US/EDIFACT

Office of Information & Technology

Software Development Division

Training Branch

National Data Center, Springfield VA

TABLE OF CONTENTS

March 17, 2003

INTRODUCTION

Formatting Advance Passenger Information (API) for Customs and Border Protection (CBP) – US/EDIFACT Message Set

The United States Customs Service, in cooperation with the governments of Australia and New Zealand, developed the Electronic Data Interchange for Administration, Commerce, and Trade (EDIFACT) message format for the initial implementation of the Advance Passenger Information System (APIS) in the early 1990s. This message format is referred to as *US/EDIFACT* and is currently being supported by CBP for use by all vessels and air carriers.

Transmitting Advance Passenger Information

CBP currently supports the transmission of API data from sea carriers and air carriers via an Electronic Data Interchange (EDI) transmission through a Value Added Network (VAN) and an e-mail interface.

The transmission of API data via an e-mail interface should only be used by carriers that have no other means of sending data to the CBP. The transmission of API data by e-mail does not guarantee receipt of the data by CBP.

Note: *This e-mail interface will be replaced in the near future by eAPIS, a Web-based solution currently under development.*

Legislative Requirements

In order to satisfy API legislative requirements, CBP will be migrating from US/EDIFACT to United Nations EDIFACT (UN/EDIFACT). UN/EDIFACT was adopted by the United Nations Economic Commission for Europe (UN/ECE) and modified by the International Air Transport Association (IATA) for use by all air carriers, worldwide. CBP will develop a message format for sea carriers.

The US/EDIFACT message syntax will be replaced by UN/EDIFACT before the end of the year 2003. eAPIS will satisfy legislative API requirements. It will be an alternative to transmitting UN/EDIFACT messages through a VAN or GDS.

Purpose of this User Guide – US/EDIFACT E-mail Interface Instructions

This user guide is intended to provide step-by-step instructions needed by sea carriers that will transmit to CBP using a two or three-character CBP assigned transmitter code (Sender ID) along with the first six (6) characters of a vessel's name, and that will be preparing inbound and outbound API passenger and crew manifests in the US/EDIFACT format and sending the API data to the CBP National Data Center using an e-mail interface.

This User Guide does not cover reporting for IATA-type or Non-IATA type air carriers. IATA-type and Non-IATA air carriers should refer to their separate User Guides, accordingly.

Note: All examples in this document are fictional. There is no implication that any sea carriers operate voyages with the names shown or use these routes. Any resemblance to real people, their documents or itineraries, or any personal details is strictly coincidental.

Enrolling in the API Program

In order to be authorized to send API data, you must first register with CBP. During the registration process, each carrier is assigned a unique API Sender ID and given a CBP Point-of-Contact (POC) who will help in the initial preparation of passenger and crew data. This POC will also assist in testing the transmission of data to CBP and will certify your carrier for readiness.

To Register

Complete the APIS on-line Registration Form.
(Go to http://www.customs.gov/xp/cgov/travel/inspections/APIS/apis_registration_form.xml)
The following information must be included in the registration form:
Company Name
Mailing address (Street, City, State, Zip Code)
Primary Contact and Alternate Contact Name
For both primary and alternate contacts, provide
Two telephone numbers
Fax number
E-mail address

If applicable, provide

GDS (Global Distribution Service)

VAN (Value Added Network)

- A message will be sent immediately to acknowledge receipt of your APIS Registration Form.
- Within five (5) business days, a reply email with your registration information will be sent to the address submitted in your initial registration form.
- Do not submit more than one APIS Registration Form.

First-Time Users

If you are preparing to send manifest data to CBP by e-mail for the first time, you must follow all 10 steps described in this guide. Steps One, Two, and Three assist you with initial set-up tasks that need to be carried out only once.   Steps Four through Ten give instructions on creating, saving, translating, and sending the manifests; these steps must be followed every time you send API data to CBP.

User Guide Conventions

	• The following conventions are used in the presentation of the information in this user guide.
	• The instructions and examples in this guide assume the use of the Microsoft Windows Operating System.
<u>Underlined text</u>	Indicates that the text's importance is being emphasized.
	Example: All attachments must be titled <u>MANIFEST.TXT</u>.
Bold Text	Indicates that the name of a screen or menu selection on the screen is being referred to.
	Example: Click the **Start** button.
	Example: Click on **File > Open**. (The **>** symbol indicates a submenu selection.)
Italicized Bold Text	Indicates that a field or file name is being referred to.
	Example: Type the name for the *New Folder*.
"Bold Text in Quotes"	Indicates that a literal data value is being referred to.
	Example: Type **"PAX01"** into the *File Name* field.
[BOLD CAPITAL TEXT IN BRACKETS]	Indicates that a keyboard key is being referred to.
	Example: Press the **[ENTER]** key.
(Text in Parentheses)	Indicates supplemental information to the displayed text.
	Indicates the introduction of an acronym.
	Example: Text only (.txt).
	Example: Advance Passenger Information System (APIS)
✍ **NOTE**	*Notes give **additional information** and **helpful tips** to remember when performing a task.*
Caution!	***Caution** indicates user should exercise caution when performing a task or procedure.*

Overview of Steps

- **Step One** – Download the US/EDIFACT translation program, EDIAPIS.exe, to your local computer.
- **Step Two** – Set up APIS folders.
- **Step Three** – Copy EDIAPIS.exe into Pax (passenger) and Crew folders.
- **Step Four** – Create Passenger data.
- **Step Five** – Save Passenger data.
- **Step Six –** Translate Passenger data into MANIFEST.TXT.
- **Step Seven –** Create Crew data.
- **Step Eight –** Save Crew data.
- **Step Nine –** Translate Crew data into MANIFEST.TXT.
- **Step Ten -** Send Passenger and Crew data to the CBP by e-mail.

Basic hardware and software requirements:

To prepare and send Passenger and Crew manifests using e-mail you need the following:

- A personal computer with a Microsoft Windows Operating System, version 3.1 or higher
- A word processing application such as Microsoft Word
- An Internet connection
- An e-mail application with the capability to send messages
- The EDIAPIS.exe program (CBP provides this program, which you can download from the Internet by following the instructions in Step One.)

March 17, 2003

STEP ONE – DOWNLOAD EDIAPIS.EXE

- The EDIAPIS.exe is a US/EDIFACT translation program that can be downloaded from the Internet to your local computer. It is a DOS-based program that translates your slash delimited passenger and crew manifests into US/EDIFACT syntax.

- Follow these instructions to download the EDIAPIS.exe program and save it to your hard drive (C:) or to a diskette.

- **Step Three** in this User Guide gives instructions on saving this program in an APIS folder on your hard drive. EDIAPIS.exe must be stored in the specified folder to allow for the proper execution of the program.

To download to the C: drive:

1. Click once on the EDIAPIS (52KB. – exe) link on the Advance Passenger Information (API) for Sea Carriers Web page at:
http://www.customs.gov/xp/cgov/travel/inspections/apis

Note: EDIAPIS is an executable (.exe) file and downloadable only if you have permissions set on your machine to accept downloaded programs.

2. A dialog box opens.
3. Select **Save this program to disk** (if not already selected).
4. Click **OK**.
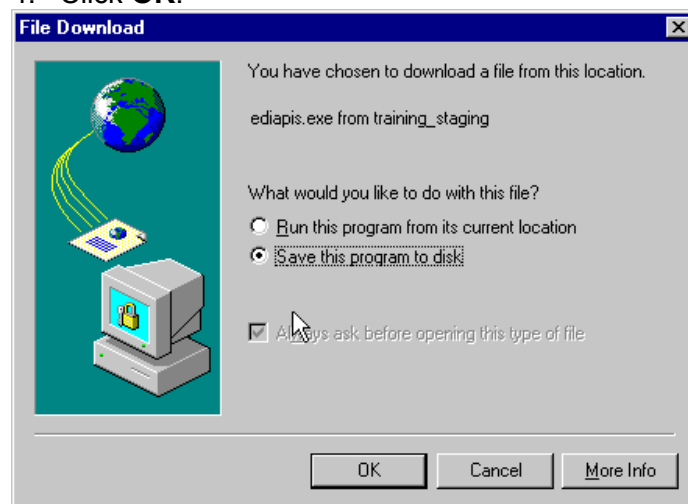

Screen 1: File Download

NOTE

*Keep the default **File name** and **Save as type.***

NOTE

Save the file in a location that is easily visible.

*If you prefer to save the EDIAPIS.exe program to a folder, **do not** name the folder "APIS". You will create an APIS folder in Step Two – Set-up APIS folders.*

5. The **Save As** dialog box opens.
6. Use the **Save in** dropdown arrow to locate your C: drive location.
7. By default, the **File name** is "ediapis".
8. By default, the **Save as type** is "Application".
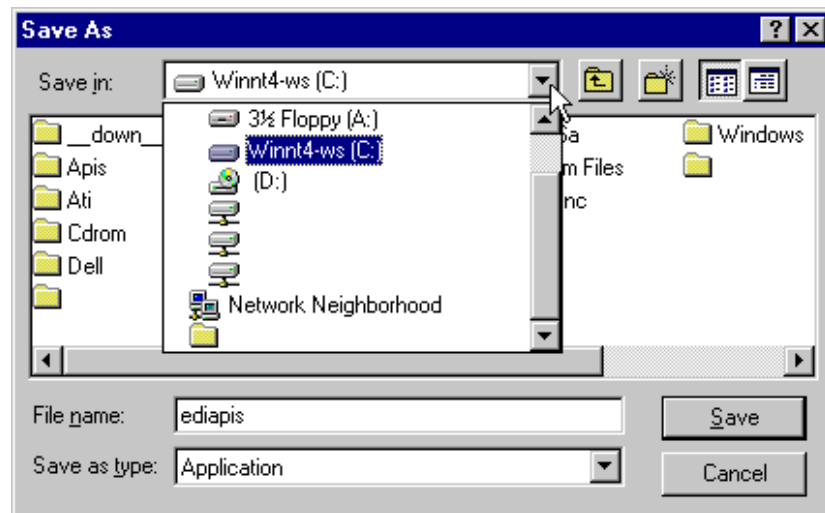
Screen 2: Save As

9. Click the **Save** button.
10. The **Download Complete** dialog box opens.
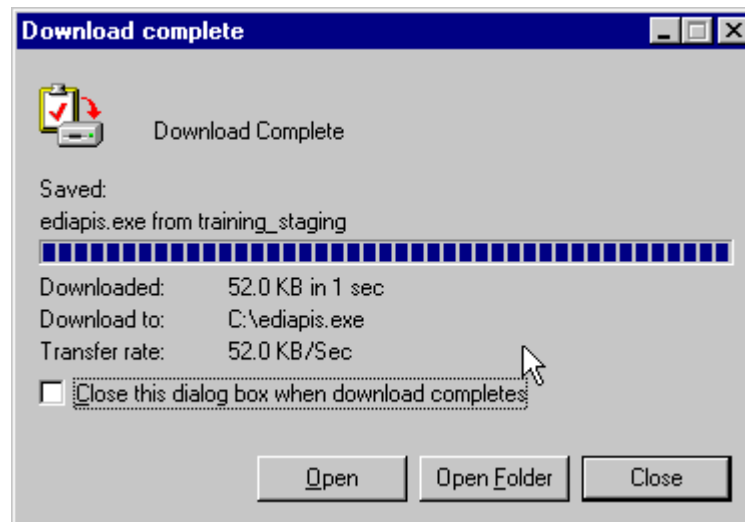
Screen 3: Download complete

11. Click **Open Folder** to locate the EDIAPIS.exe program where you saved it on your C: drive.
    *   Or close the dialog box by clicking the **Close** button.

✍🏽

NOTE
Take note of the location in which you saved the file.

Screen 4: EDIAPIS on C: Drive

- The EDIAPIS.exe program is now saved on your C: drive.

- Click on the **X** in the upper right-hand corner to close the window.

To download EDIAPIS.exe to a diskette:

✍🏽

NOTE

*Keep the default **File name** and **Save as type**.*

- Complete Steps 1-4 above.
5. The **Save As** dialog box opens.
6. Use the **Save in** dropdown arrow to locate your 3 ½ Floppy (A:) drive location.
7. By default, the **File name** is "ediapis".
8. By default, the **Save as type** is "Application".
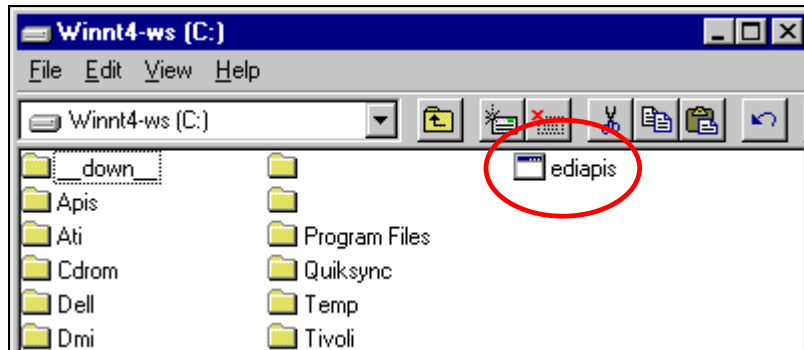

Screen 5: Save As

March 17, 2003

9. Click the **Save** button.
10. The **Download Complete** dialog box opens.

Screen 6: Download complete

11. Click **Open Folder** to locate the EDIAPIS.EXE program where you saved it on your diskette.
   - Close the dialog box by clicking the **Close** button.
   - The EDIAPIS program is now saved on your diskette.

STEP TWO - SET-UP APIS FOLDERS

- Create a folder and name it "**APIS**".

- Within the APIS folder, create two other folders and name them "**Pax**" and "**Crew**". Passenger data will be stored in the **Pax** folder; Crew data will be stored in the **Crew** folder.

To create the new folders on your C: drive:

1. Right click once on the **Start** button.
2. Select **Explore**.
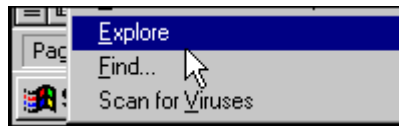
Screen 7: Start > Explore

3. The **Windows Explorer** opens. (The window may be named *Exploring*.)
4. Click on *C*:

✍🏻

NOTE
If there is a + sign to the left of C:, click on the + sign to expand C:
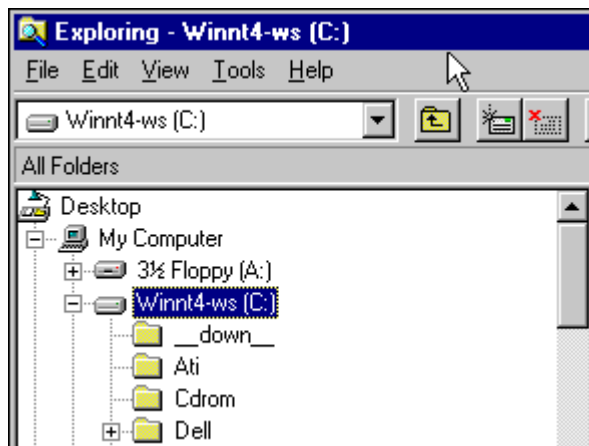
Screen 8: Exploring – C: drive

5. Click on **File** > **New** > **Folder**.
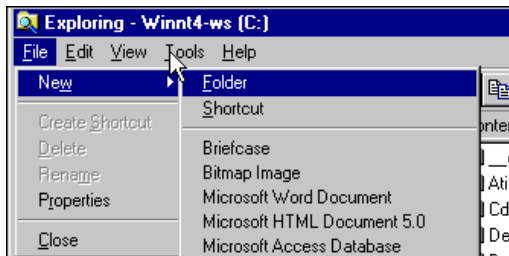
Screen 9: File > New > Folder

6. A **New Folder** is created.

✍🏻

NOTE

The new folder is located at the bottom of the list of files; on the right-hand side of Windows Explorer.
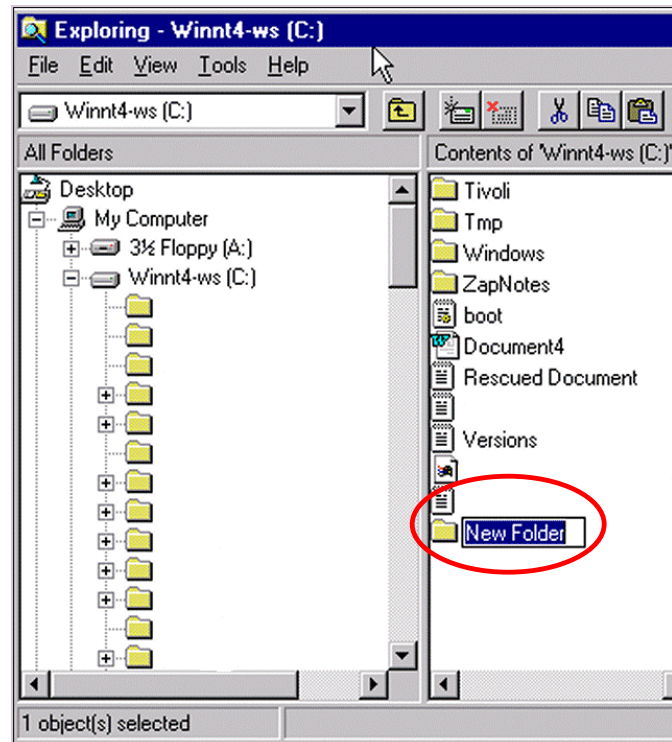
Screen 10: New Folder on C:

7. Type "**APIS**" over the highlighted New Folder field.
8. Press **[ENTER]**. (The folder is now named "**APIS**".)
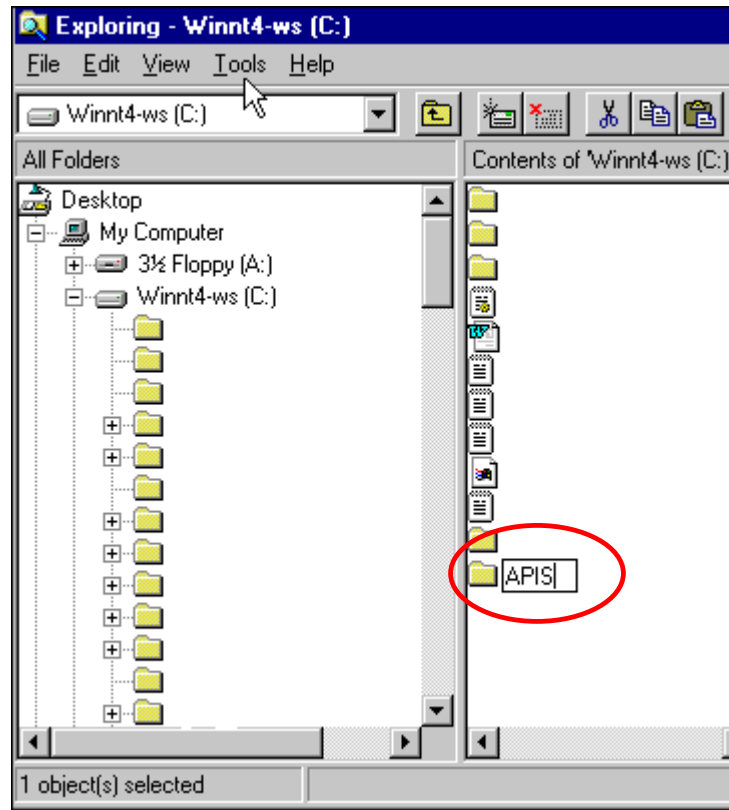
Screen 11: APIS folder on C:

9. Double click on the *APIS* folder.

✍

NOTE

The APIS folder is open. It is now located on the left-hand side of Windows Explorer; under C:.
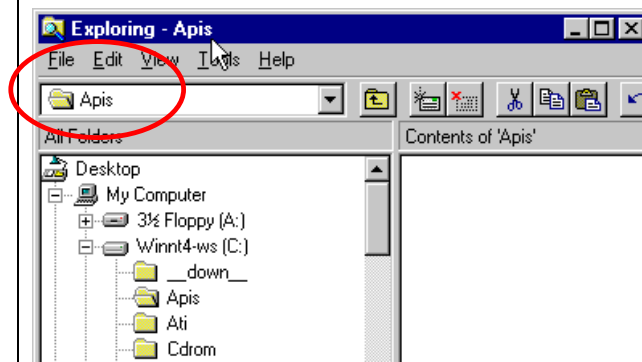
Screen 12: APIS

10. Click on **File** > **New** > **Folder**.
11. Type "**Pax**" over the highlighted *New Folder* field.
12. Press **[ENTER]**. (The folder is now named "*Pax*".)
13. Click once on the *APIS* folder on the left-hand side of **Explorer**.
14. Click on **File** > **New** > **Folder.**
15. Type "**Crew**" over the highlighted *New Folder* field.
16. Press **[ENTER]**. (The folder is now named "*Crew*".)
17. Double click on the *APIS* folder on the left-hand side of **Explorer** to expand the two new folders you have created within the *APIS* folder
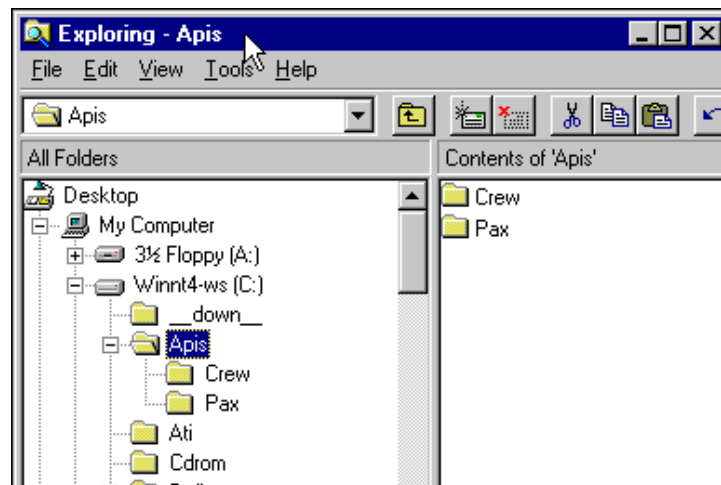
Screen 13: APIS folder expanded

STEP THREE – COPY EDIAPIS.EXE INTO PAX AND CREW FOLDERS

✍ **NOTE**	• See Step One if you have not saved a copy of the EDIAPIS.exe program to diskette or to your C: drive. • EDIAPIS.exe **must** be stored in the Pax and Crew folders even though it exists on your C: drive. Failure to correctly store this translation program in each folder will prevent the proper execution of the EDIAPIS.exe program.
	1. With **Windows Explorer** open, make sure that you can see the newly created *Pax* and *Crew* folders on the left-hand side of the window, below the *APIS* folder.
If EDIAPIS.exe is on a diskette:	• Insert the diskette with the *EDIAPIS.exe* program into your **A:** drive. • Scroll up in **Windows Explorer** to the **A:** drive and click once on *3½ Floppy (A:)*. • You should now see the *EDIAPIS.exe* program on the right-hand side of **Windows Explorer**.
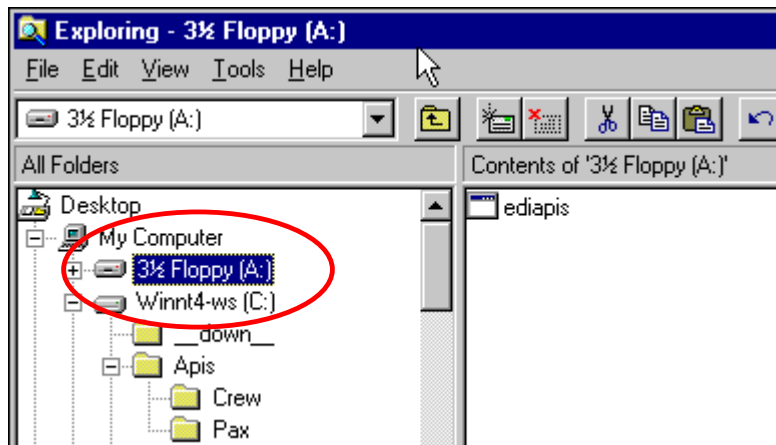
Screen 14: EDIAPIS on 3 ½ Floppy (A:)

If EDIAPIS.exe is on your C: drive:

- Scroll up in **Windows Explorer** to the **C:** drive.
- Locate the *EDIAPIS.exe* program where you saved it on your hard drive.
- You should now see the *EDIAPIS.exe* program on the right-hand side of **Windows Explorer**.
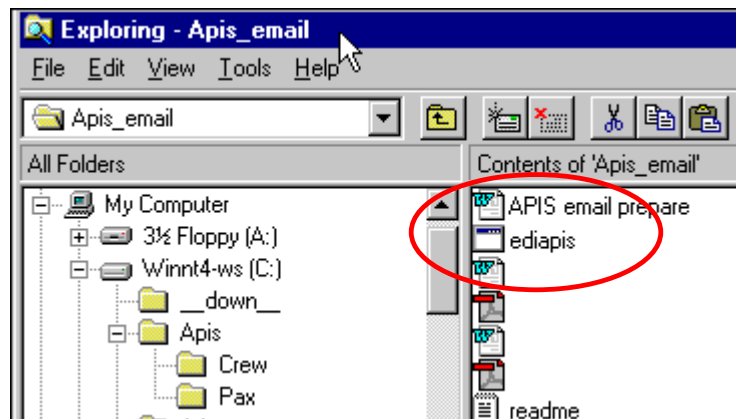
Screen 15: EDIAPIS on C:

To copy the EDIAPIS.exe program to the Pax and Crew folders:

2. Click once on the *EDIAPIS.exe* program and hold down the mouse button.
3. Drag the file, (it will appear as a shadow), over to the *Pax* folder.
4. When the *Pax* folder is highlighted, release the mouse button.
5. The file is now copied to the folder.
6. Repeat Steps 2-4 to copy the *EDIAPIS.exe* program to the *Crew* folder.
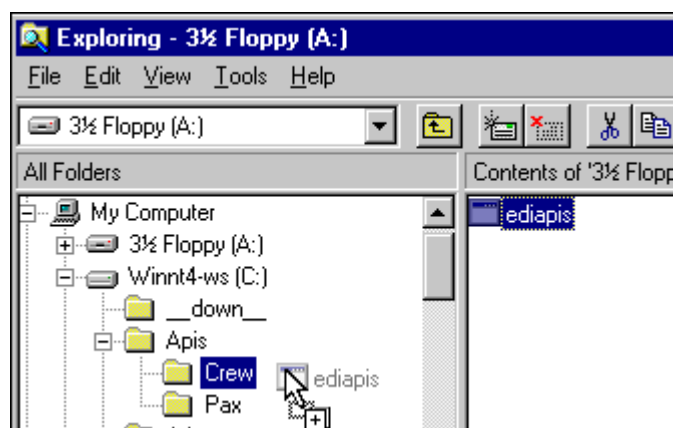
Screen 16: Moving EDIAPIS to Crew folder

7. Assure that the files have been properly copied by clicking once on the *Crew* folder and then the *Pax* folder.

✍

NOTE

*You should be able to see the **EDIAPIS.exe** program on the right-hand side of Windows Explorer as the contents of these folders.*
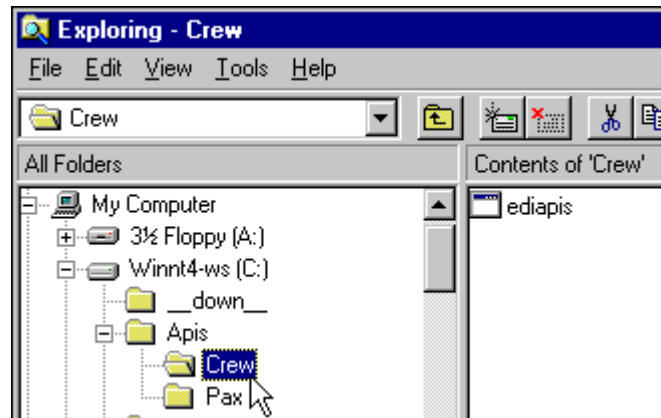
Screen 17: EDIAPIS in Crew folder

8. If the **EDIAPIS.exe** files have been properly copied, close **Windows Explorer**.

STEP FOUR – CREATE PASSENGER DATA

Create the Passenger data file using any word processor, such as Microsoft Word or WordPerfect, and save the file as <u>Text Only</u> (.txt). For successful transmission of the API data to the CBP, the Passenger file must be created in a slash/delimited format according to the following rules.

Caution: Do not use Notepad or WordPad. Hidden characters may be introduced in the data that would interfere with its processing.

RULES FOR CREATING AN INBOUND PASSENGER MANIFEST

The first two lines of text (records) contain essential information about the transmission and are critical to the successful processing of your data.

1. The first line must contain information about the carrier and include a point of contact. In the documentation, this first record is referred to as HEADER 1.
2. The second line must contain information about the itinerary. In the documentation, this second record is referred to as HEADER 2.
3. One passenger record is required for each passenger. The first Passenger data begins in the third line.
4. Use all UPPERCASE characters.
5. Separate each field by a forward slash (/).
6. Except for the last line, end each record line with a Carriage Return-Line Feed by pressing the **[ENTER]** key. There should be no blank lines after the last passenger record.
7. Never end a line with a slash (/) or any punctuation mark.

Note: *Crew data must be prepared as a separate file. Refer to **Step Seven – Create Crew Data**.*

Example 1:   Vessel Passenger Manifest (Inbound)

The following is an example of a Passenger manifest for an inbound voyage of Celebrities Cruises, Vessel "Monarch", arriving into the port of Miami on January 22, 2003 with ten (10) passengers on board. The example illustrates what APIS Passenger manifest data looks like in the slash-delimited format.

CELEBRITIES CRUISES/SEA/US/MARK TERLIZZO/305-999-9999/305-888-8888
SAPI-CP/MONARC/012203/0630/P5/BS/8888/012203/0800/P5/US/5201
AARON/ARIANNA/CORIANA/072893/PPT/093243028/US/F
BICHLER/EILEEN/LOUISE/031348///CA/F
COLGAN/BARBARA//032745/PPT/112314650/US/F
HAIGHT/MARY/ANN/040248/PPT/091501506/US/F
JOA/JONATHAN/PAUL/033191/VSA/139209234/US/M
KWAN/SAMANTHA/GAY/081858/PPT/150423209/US/F
MAIORELLA/MATTHEW/ALLEN/071183///US/M
NARDELLO/JOSEPH/VAN/070357///US/M
ROTH/KYLE/HY/061383/ARN/492096849/US/M
TAUB/ESTELLE//042935/PPT/110419784/US/F

The following pages contain descriptions of each field used in this example.

Explanation of Passenger Manifest Data:

HEADER 1: CELEBRITIES CRUISES/SEA/US/MARK TERLIZZO/305-999-9999/305-888-8888

Field Description	Message Example
Carrier or company name. Maximum size of field is 35 characters.	**CELEBRITIES CRUISES**
Mode of transport. Must be SEA for Vessels.	**SEA**
Country Code of carrier supplying API data. Maximum size of field is 4 characters. (Refer to two-character ISO Country Code Table in **Appendix B.**)	**US**
Carrier point of contact for problems or questions. Maximum size of field is 35 characters.	**MARK TERLIZZO**
Point of contact phone number. Include country and city area codes where appropriate. Maximum size of field is 25 characters.	**305-999-9999**
Point of contact fax number. Include country and city code where appropriate. Maximum size of field is 25 characters.	**305-888-8888**

HEADER 2: SAPI-CP/MONARC/012203/0630/P5/BS/8888/012203/0800/P5/US/5201

Field Description	Message Example
Carrier APIS Sender ID. This code must equal the unique Sender ID assigned by the CBP when you registered in the API Program. (Always appears as: SAPI -bb where bb = 2-3 character assigned carrier code.) Maximum length of 8 characters.	**SAPI-CP**
Carrier/Vessel Name (Abbreviated). Format appears as first six (6) letters of the name of the Vessel, excluding spaces (e.g., SEA LION = SEALIO). Maximum length of 8 characters.	**MONARC**
Date of Departure from last foreign port prior to arrival in the United States. Format = 6 digits (MMDDYY).	**012203**
Local Time of Departure from last foreign port prior to arrival in the United States. Format = 4 digits (HHMM)	**0630**
Time Zone Adjustment consisting either of a P (plus) or an M (minus) followed by the number of hours to add or subtract from the Local time to equal the Universal Standard Time (e.g., Miami, FL = P5) Maximum length of 3 characters.	**P5**
Two-character country code of last foreign country/four digit port code of last foreign departure port (currently always "8888"). (Refer to two-character ISO Country Code Table in **Appendix B.**)	**BS/8888**
Date of arrival in United States. Format = 6 digits (MMDDYY)	**012203**
Estimated local time of arrival in United States. Format = 4 digits (HHMM)	**0800**
Time Zone Adjustment consisting either of a P (plus) or an M (minus) followed by the number of hours to add or subtract from the Local time to equal the Universal Standard Time (e.g., Miami, FL = P5). Maximum length of 3 characters.	**P5**
Inbound: ISO two-character Country Code of Arrival - always = "US")/ 4 digit Customs CBP Port Code for the first arrival seaport in the U.S. (Refer to CBP Port Code Table in **Appendix C.**)	**US/5201**

Passenger Record: AARON/ARIANNA/CORIANA/072893/PPT/093243028/US/F

Field Description	Message Example
Last name.	**AARON**
First name.	**ARIANNA**
Middle name (If any).	**CORIANA**
Date of birth (MMDDYY)	072873
Document type - if required.**	**PPT**
If more than one Document Type is presented, the order of preference is based on the order listed below. <u>List of Document Types</u> ARN - U.S. Alien Registration Card ARN – U.S Border Crossing Card VSA - U.S. Non-Immigrant Visa PPT - Refugee Document PPT - Re-Entry Permit PPT - U.S. Passport; or Non-U.S. Passport **Note: EDIAPIS does not support Document Type "FAC" (Facilitation Documents).	
Document Number - if required **. Maximum of 9 characters.	093243028
Code for Country that issued travel document (refer to ISO two-character Country Code Table in **Appendix B**). If <u>no document</u> data is required, use country code for **Citizenship** of the traveler.	**US**
Gender of Individual. Valid values are M = Male, F = Female	**F**

Example 2:   Vessel Passenger Manifest (Outbound)

The following is an example of a Passenger manifest for an outbound voyage of Celebrities

Cruises, Vessel "Monarch", departing the port of Miami on January 22, 2003 with ten (10)

passengers on board. The example illustrates what APIS Passenger manifest data looks like

in the slash-delimited format.

```
CELEBRITIES CRUISES/SEA/US/MARK TERLIZZO/305-999-9999/305-888-8888
SAPI-CP/MONARC/012203/1630/P5/US/5201/012203/1800/P5/BS/8888
AARON/ARIANNA/CORIANA/072893/PPT/093243028/US/F
BICHLER/EILEEN/LOUISE/031348///CA/F
COLGAN/BARBARA//032745/PPT/112314650/US/F
HAIGHT/MARY/ANN/040248/PPT/091501506/US/F
JOA/JONATHAN/PAUL/033191/VSA/139209234/US/M
KWAN/SAMANTHA/GAY/081858/PPT/150423209/US/F
MAIORELLA/MATTHEW/ALLEN/071183///US/M
NARDELLO/JOSEPH/VAN/070357///US/M
ROTH/KYLE/HY/061383/ARN/492096849/US/M
TAUB/ESTELLE//042935/PPT/110419784/US/F
```

The following tables describe each field in HEADERS 1 and 2 in reference to the above

sample air manifest. The remaining passenger manifest data is identical to Example 1 above.

Explanation of Passenger Manifest Data:

HEADER 1: CELEBRITIES CRUISES/SEA/US/MARK TERLIZZO/305-999-9999/305-888-8888

Field Description	Message Example
Carrier or company name. Maximum size of field is 35 characters.	**CELEBRITIES CRUISES**
Mode of transport. Must be SEA for vessels.	**SEA**
Country Code of carrier supplying API data. (Refer to two-character ISO Country Code Table in **Appendix B**.) Maximum size of field is 4 characters.	**US**
Carrier point of contact for problems or questions. Maximum size of field is 35 characters.	**MARK TERLIZZO**
Point of contact phone number. Include country and city code where appropriate. Maximum size of field is 25 characters.	**305-999-9999**
Point of contact fax number. Include country and city area codes where appropriate. Maximum size of field is 25 characters.	**305-888-8888**

March 17, 2003

HEADER 2: SAPI-CP/MONARC/012203/1630/P5/US/5201/012203/1800/P5/BS/8888

Field Description	Message Example
Carrier APIS Sender ID. This code must equal the unique Sender ID assigned by the CBP at the time of registration in the API Program. (Always appears as: SAPI-bb where bb = 2-3 character carrier code) Maximum length of 8 characters.	**SAPI-CP**
Carrier/Vessel Name (Abbreviated). Format appears as first six (6) letters of the name of the Vessel, excluding spaces (e.g., SEA LION = SEALIO). Maximum length of 8 characters.	**MONARC**
Date of Departure from the United States Format = 6 digits (MMDDYY)	**012203**
Local Time of Departure from the port in the United States. Format = 4 digits (HHMM)	**1630**
Time Zone Adjustment consisting either of a P (plus) or an M (minus) followed by the number of hours to add or subtract from the Local time to equal the Universal Standard Time (e.g., Miami, FL = P5). Maximum length of 3 characters.	**P5**
Outbound: always = "US"/ 4 digit Customs CBP Port Code for the departure seaport in the U.S. (Refer to CBP Port Code Table in **Appendix C**.)	**US/5201**
Date of arrival at first foreign port. Format = 6 digits (MMDDYY)	**012203**
Estimated local time of arrival at first foreign port. Format = 4 digits (HHMM)	**1800**
Time Zone Adjustment consisting either of a P (plus) or an M (minus) followed by the number of hours to add or subtract from the Local time to equal the Universal Standard Time (e.g., Miami, FL = P5). Maximum length of 3 characters.	**P5**
Two-character country code of first foreign country/four digit port code of first foreign arrival port (currently always "8888"). (Refer to two-character ISO Country Code Table in **Appendix B**).	**BS/8888**

March 17, 2003

Missing Passenger Record Data:

The examples below illustrate how to enter data for a passenger record when some of the information is not required.

Example 3: BICHLER/EILEEN/LOUISE/031348///US/F

No Document Type required

No Document Number required

Country code is citizenship for traveler.

Example 4: COLGAN/BARBARA//032745/PPT/112314650/US/F

No Middle Name provided

✍

NOTE

• When a field of information is not given, the field should be left blank and slashed through.

STEP FIVE – SAVE PASSENGER DATA

✍️

NOTE

- When all passenger records are entered, save the file in the **Pax** folder as a text file (.txt), and assign a unique file name not to exceed 8 characters.

With the word processing application still open:

1. Click on **File >Save as**.
2. Click on the down arrow to the right of the **Save in** field.
3. Click on **C:**
4. Double click on the *APIS* folder. (You will see the *Pax* and *Crew* folders.)
5. Double click on the *Pax* folder.
6. Click in the **Save in** field and type a unique name for the file.
7. Click on the down arrow to the right of the **Save as type** field and select **Text Only**.
8. Click once on the **Save** button. You have saved the named file in the *Pax* folder.

✍️

NOTE

The file name must not be more than 8 characters long.
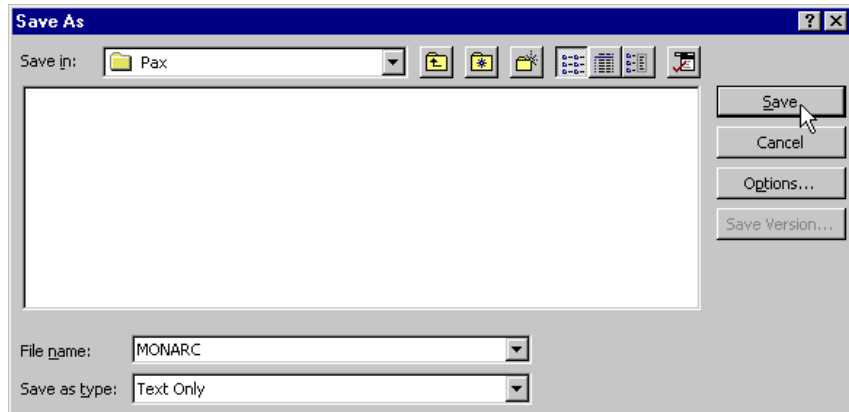
Screen 18: Save As

✍️

NOTE

If you receive the following dialog box warning when saving the data as a Text Only file for the first time in Microsoft Word, click Yes to continue with the save operation.
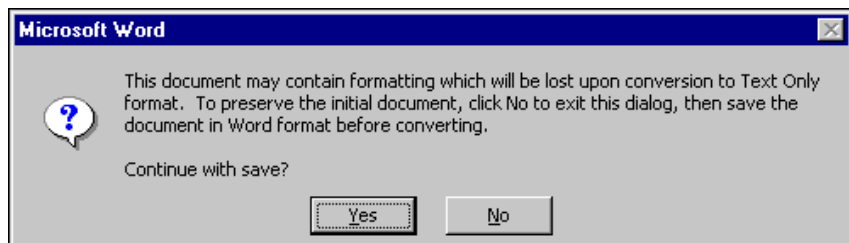
Screen 19: Save warning dialog box

STEP SIX – TRANSLATE PASSENGER DATA INTO MANIFEST.TXT

✍️ **NOTE**	• The slash-delimited API file must be translated into a file named <u>MANIFEST.TXT</u> before the Passenger manifest is sent to the CBP via e-mail. • Passenger manifests that are not translated into a <u>MANIFEST.TXT</u> file cannot be processed through APIS. • The *EDIAPIS.exe* program is used to translate the Passenger manifest. • You must use the DOS command prompt to run the *EDIAPIS.exe* program.
Start the translation program:	1. Click the **Start** button once. **Start** is located on the taskbar at the bottom of your computer screen. 2. Select **Run** and click once. 3. In the **Open:** field, type "**command**". **Screen 20: Run > command** 4. Press **[ENTER].** • The DOS Command window opens. 5. At the blinking cursor, type "**cd**"
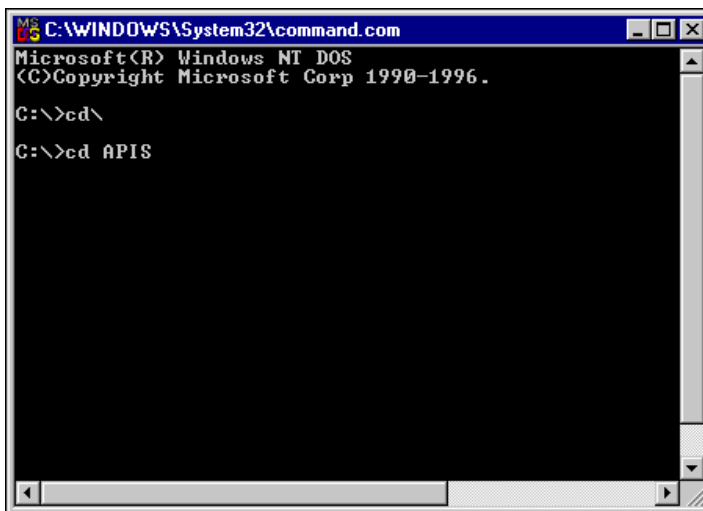
Screen 21: DOS command

6. Press **[ENTER]**.
   - This brings your cursor the root of C: (C:\>).

7. Type "**cd APIS**"

✍

NOTE
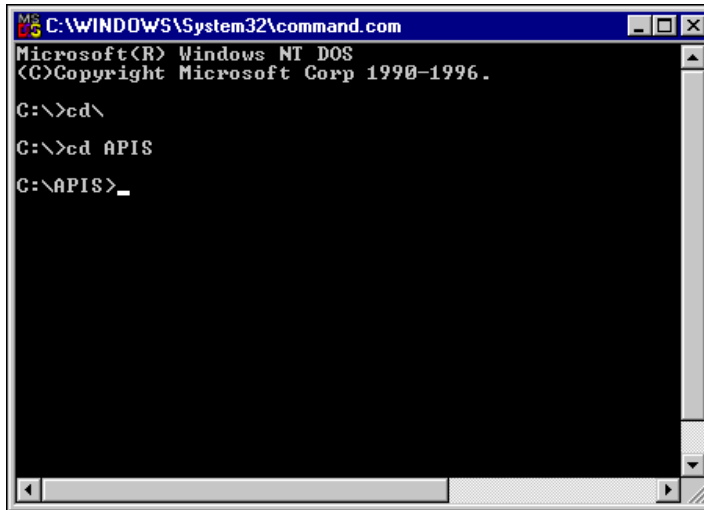
It is important to include the spaces you see in the steps when typing the DOS commands.

Screen 22: DOS command
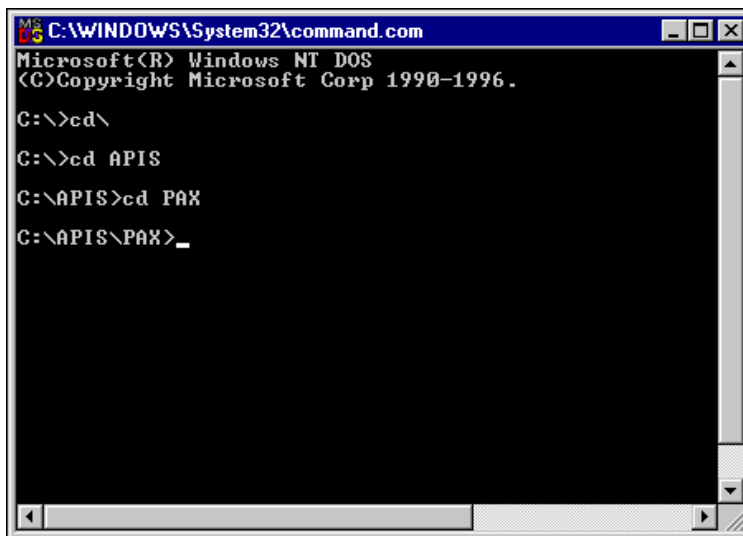
8. Press **[ENTER]**.
   - This brings your cursor to the end of **C:\APIS>**.

Screen 23: DOS command

9. Type "**cd PAX**"
10. Press **[ENTER]**.
    - Your cursor will now be at the end of **C:\APIS\PAX**.
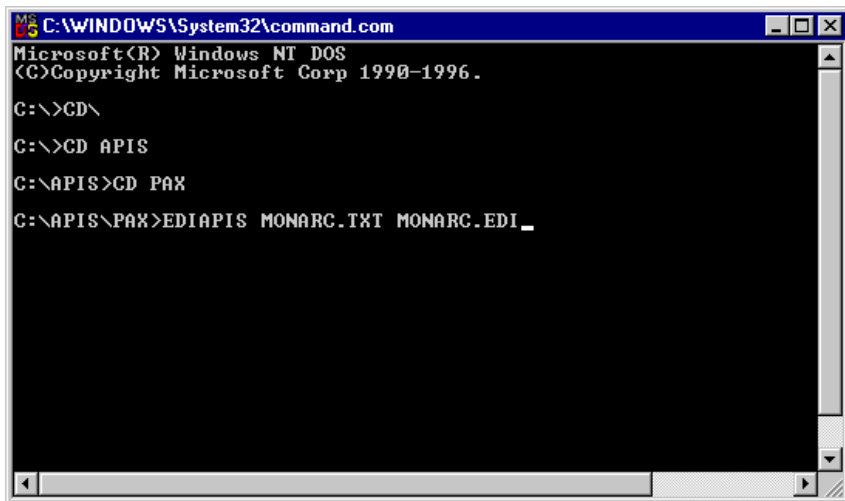
Screen 24: DOS command

✍️

NOTE

Creating a back up file of the passenger manifest allows you to keep a history of API data that was sent to CBP.

11. To create a backup file, type the following command line:
    "**EDIAPIS (FILENAME).txt (FILENAME).edi**" (FILENAME represents the unique file name in which you previously saved the Text Only file.)
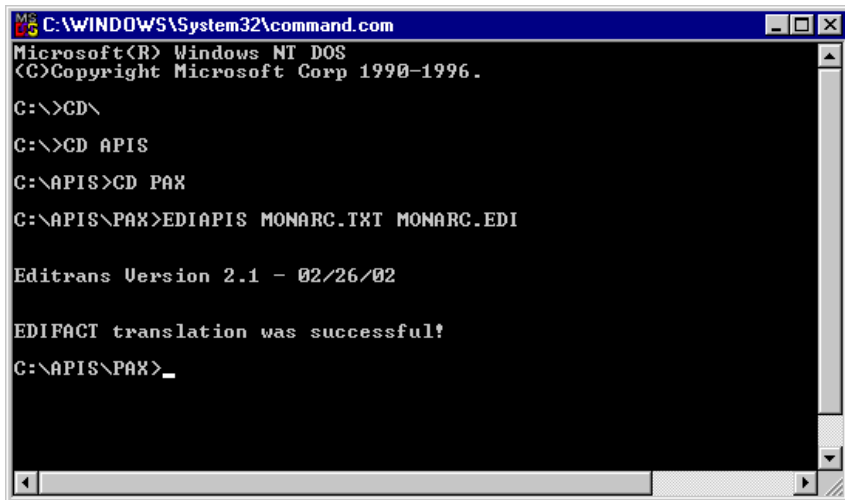
Screen 25: DOS command

12. Press **[ENTER]**.

13. If you have created the correct manifest format, the following message line will display: "**EDIFACT translation was successful!**"
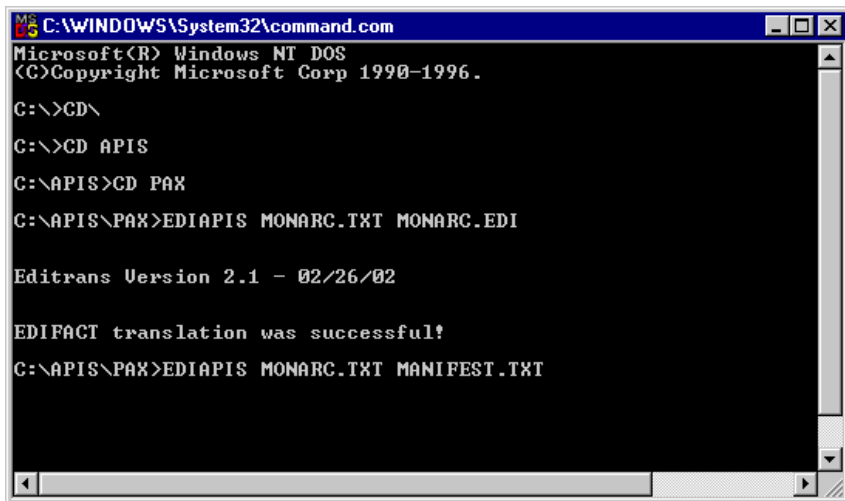
Screen 26: DOS command successful

✍ **NOTE**

- You have just created the back-up file, named (FILENAME).edi, of your original text file.
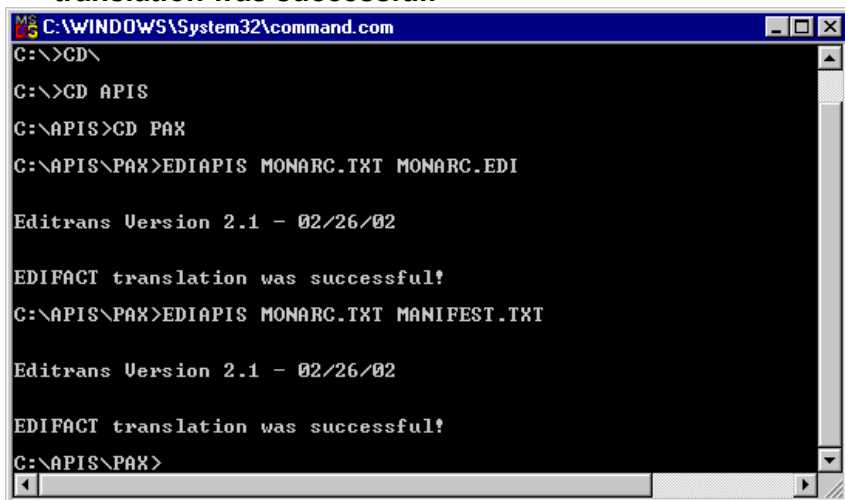
14. Type the following command line: "**EDIAPIS (FILENAME).txt MANIFEST.TXT**"

Screen 27: DOS command

15. Press **[ENTER]**.

16. The following message line will display: "**EDIFACT translation was successful!**"

Screen 28: DOS command successful

✍

NOTE

- You have created the MANIFEST.TXT file in US/EDIFACT, which is needed to successfully e-mail the Passenger data to APIS e-mail.

17. Type "**exit**" and press **[ENTER]** to close the DOS command window.

- The MANIFEST.TXT file is now located in the *Pax* folder.
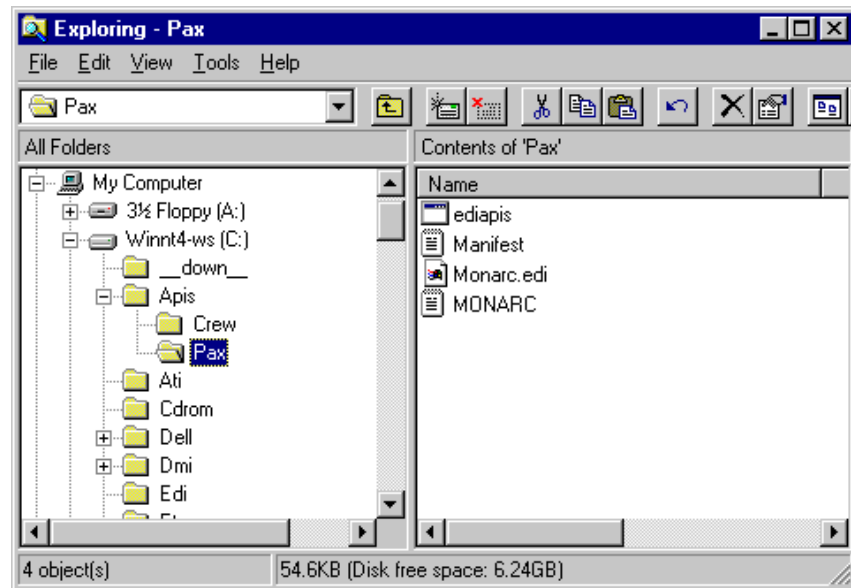
Screen 29: MANIFEST.TXT in PAX folder

STEP SEVEN – CREATE CREW DATA

The Crew data must be entered as a separate file and not included with the passenger data. Just as with the passenger data, create your Crew data using word processing software such as Microsoft Word or WordPerfect. When you have added all the crew data, save the file as Text Only (.txt).   For successful transmission of the API data to the CBP, the Crew manifest must be created in a slash/delimited format according to the following rules.

RULES FOR CREATING A CREW MANIFEST

1. The first record or line of data must contain information about the carrier and include a point of contact. In the documentation, this first line is referred to as HEADER 1.
2. The second record or line of data must contain information about the itinerary. In the documentation, this second line is referred to as HEADER 2.

Note: To indicate that the manifest contains Crew data, add the letter "C" to the end of the abbreviated Vessel Name as the seventh (7) letter. See Example 8.

3. One Crew record is required for each Crewmember. The first Crew record appears as the third line of information
4. Use all UPPERCASE characters.
5. Separate each field by a forward slash (/).
6. Except for the last line, end each record line with a Carriage Return-Line Feed by pressing the [**ENTER**] key. There should be no blank lines after the last Crew record.
7. Never end a line with a slash (/) or any punctuation mark.

The following is an example of a **Crew** manifest for the same Vessel "Monarch" arriving into the port of Miami on January 22, 2003 with two (2) crew members on board. The example illustrates what APIS Crew manifest data looks like in the slash-delimited format.

Note: *Passenger data must be prepared as a separate file. Refer to **Step Four – Create Passenger Data.***

Example 8:   Vessel Crew Member Manifest

CELEBRITIES CRUISES/SEA/US/MARK TERLIZZO/305-999-9999/305-888-8888
SAPI-CP/MONARCC/012203/0630/P5/BS/8888/012203/0800/P5/US/5201
JONES/JAMES//061863/PPT/072443155/US/M
SMALLWOOD/KATHY//041168///CA/F

STEP EIGHT – SAVE CREW DATA

- When all crew records are entered, save the file in the **Crew** folder as a text file (.txt), and assign a unique file name not to exceed 8 characters.

With the word processing application still open:

1. Click on **File >Save as**.
2. Click on the down arrow to the right of the **Save in** field.
3. Click on **C**:
4. Double click on the *APIS* folder. (You will see the *Pax* and *Crew* folders.)
5. Double click on the *Crew* folder.
6. Click in the **Save in** field and type a unique name for the file.
7. Click on the down arrow to the right of the **Save as type** field and select **Text Only**.
8. Click once on the **Save** button. You have saved the named file in the *Crew* folder.

NOTE

If you receive the following dialog box warning when saving the Crew data as a Text Only file for the first time in Microsoft Word, click **Yes, to continue with the save.**

Microsoft Word	✕
❓	This document may contain formatting which will be lost upon conversion to Text Only format. To preserve the initial document, click No to exit this dialog, then save the document in Word format before converting.
	Continue with save?
	[Yes] [No]
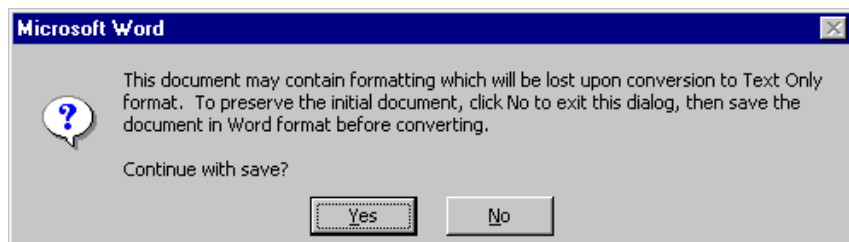
Screen 30: Save warning dialog box

STEP NINE – TRANSLATE CREW DATA INTO MANIFEST.TXT

	• The slash-delimited API file must be translated into a file named MANIFEST.TXT before the Crew manifest is sent to the CBP via e-mail. • Crew manifests that are not translated into a MANIFEST.TXT file cannot be processed through APIS. • The *EDIAPIS.exe* program is used to translate the Crew manifest. • You must use the DOS command prompt to run the *EDIAPIS.exe* program.
Start the translation program:	1. Click once the **Start** button, located on the taskbar at the bottom of your computer screen. 2. Select **Run** and click once. 3. In the **Open:** field, type "**command**". 4. Press **[ENTER].** • The DOS Command window opens. 5. At the blinking cursor, type "**cd**\". 6. Press **[ENTER].** • This brings your cursor to the root of C: (C:\>). 7. Type "**cd APIS**" 8. Press **[ENTER].** • This brings your cursor to the end of **C:\APIS>**. 9. Type "**cd CREW**" 10. Press **[ENTER]**. • Your cursor will now be at the end of **C:\APIS\CREW.**
Create the backup file:	11. Type the following command line: "**EDIAPIS (FILENAME).txt (FILENAME).edi**" (FILENAME represents the unique file name in which you previously saved the Text Only file.) 12. Press **[ENTER]**. 13. If you have created the correct manifest format, the following message line will be displayed: "**EDIFACT translation was successful!**" 14. Type the following command line: "**EDIAPIS (FILENAME).txt MANIFEST.TXT**" 15. Press **[ENTER]**. 16. The following message line will be displayed: "**EDIFACT translation was successful!**" 17. Type "**exit**" and press **[ENTER]** to close the DOS command window. 18. The MANIFEST.TXT file is now located in the *Crew* folder.

STEP TEN – SEND PASSENGER AND CREW DATA TO CBP BY E-MAIL

E-mail Options **Caution!**	Passenger and Crew API files can be sent via e-mail in one of two ways -- as *attachments to a message* or as *lines of information embedded within the message*. To reduce the chances of introducing errors into the data, the preferred method is to send API data as an e-mail attachment.

SENDING PASSENGER AND CREW MANIFESTS AS ATTACHMENTS TO E-MAIL MESSAGES:

NOTE	• You must have an e-mail application with the capability to send messages with attachments. • Follow the instructions of your e-mail application to attach a file to the message. 1. Send separate e-mail messages for Passenger and Crew manifests to avoid any problems. 2. Send only <u>one</u> attachment per e-mail message. 3. Follow the instructions that apply to your e-mail system for sending attachments. 4. All attachments must be titled <u>MANIFEST.TXT</u> and be in US/EDIFACT format. 5. Leave the body of the message blank. If any text is found, other than indicators for the attachments, the message will not be delivered correctly. 6. For reference purposes, in the <u>Subject</u> line include the abbreviated Vessel Name, Arrival Port Name, and Date.
Sending MANIFEST.TXT:	The <u>MANIFEST.TXT</u> files found in the APIS/PAX and APIS/CREW folders are the two files that you will send, separately, to the e-mail address **designated** by your POC.

SENDING PASSENGER AND CREW MANIFESTS EMBEDDED WITHIN THE E-MAIL MESSAGE:

✍ **NOTE**

Caution!

- You must have an e-mail application with the capability to send messages.
- The following rules must be followed when embedding the APIS manifest within the body of the e-mail message.
- To reduce the chances of introducing errors into the data, the preferred method is to send the API data as an attachment whenever possible.

1. The APIS manifest must be provided in the US/EDIFACT syntax message format; as contained in the MANIFEST.TXT file.
2. All manifest data must be UPPERCASE.
3. You must not include anything else in the body of the e-mail other than the API manifest data in US/EDIFACT format. **Do not include** forwarding information, letterheads, automatic signatures at the bottom of the e-mail, any other text, HTML links, or graphics.
4. Send only <u>one</u> embedded API manifest per e-mail message.
5. **Do not** use forwarding emails. If a forward/re-send is required, any forwarding information must be deleted from the body of the message before it is sent.

✍ **NOTE**

Any emails that do not conform to the above rules will be placed into a non-delivery e-mail box and the contents of the e-mail will be considered either an empty message or a garbage mail message.

March 17, 2003

**Embedding the APIS
manifest within the e-
mail:**

Caution!

The MANIFEST.TXT files found in the APIS/PAX and
APIS/CREW folders are the two files that you will send as
separate e-mails to the e-mail address **designated** by your POC.

1. Open the word processing application, such as Microsoft
    Word or WordPerfect, which you used to create the original
    PAX manifest.
    *   **Do not** use WordPad or Notepad to open the
        MANIFEST.TXT file. Hidden characters may be
        introduced in the manifest data that would interfere with
        its processing.

2. Use the **Open** function on the menu to locate the
    MANIFEST.TXT file created with the EDIAPIS.exe translation
    program.

Open				? X
Look in: Pax				Open
Name	Size	Type	Modified	Cancel
Manifest	2 KB	Text Document	3/6/03 12:35 PM	Advanced...
MONARC	1 KB	Text Document	3/6/03 12:29 PM	

Find files that match these search criteria:
File name: _____ Text or property: _____ Find Now
Files of type: Text Files Last modified: any time New Search
2 file(s) found.
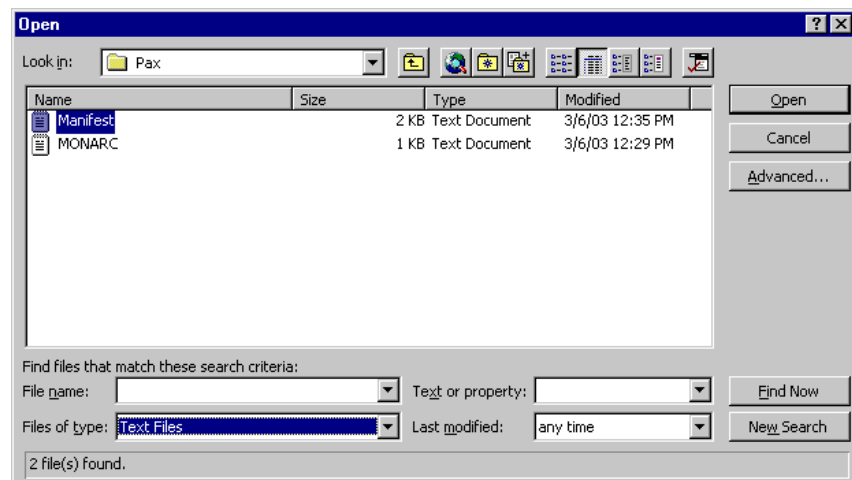
Screen 31: Open MANIFEST.TXT

3. Select the MANIFEST.TXT file and click **Open**.
4. The MANIFEST.TXT file opens.
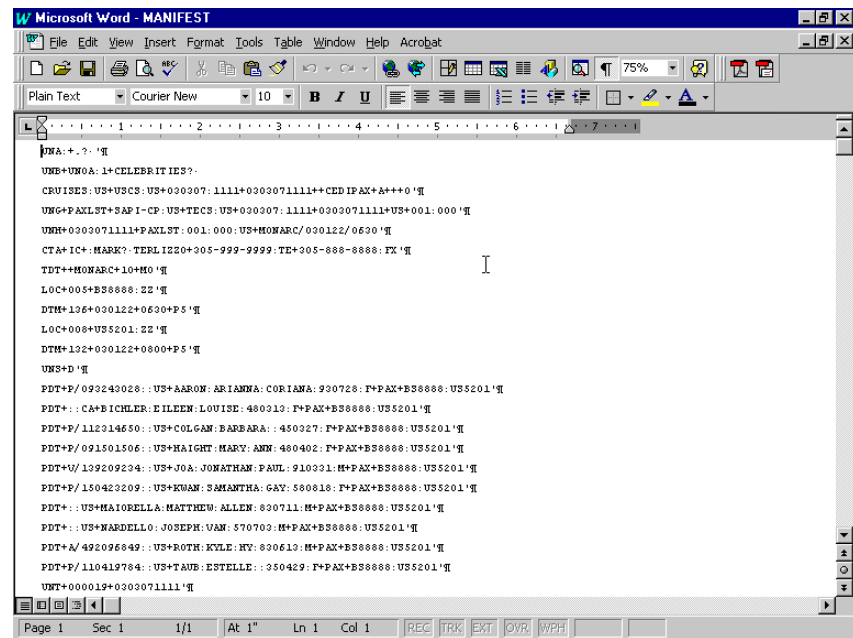
Screen 32: Open MANIFEST.TXT in Microsoft Word

5. Click on **Edit > Select All** to select the manifest data.
6. Click on **Edit > Copy** to copy the manifest data.
7. Open a new e-mail message.
8. Use the **Paste** function of your e-mail application to paste the manifest data into the body of the e-mail message.

- If any text if found, other than the manifest data in EDIFACT syntax, the message will not be delivered correctly.

Subject line:

- For reference purposes, the e-mail Subject line should contain information about the vessel itinerary: the abbreviated Vessel Name, Arrival Port Name, and Date.

Send manifest data to: E-mail address **designated** by your POC.

Questions?

Direct technical and procedural questions to the POC assigned to you during your registration process.

TROUBLESHOOTING EDIAPIS ERRORS

The EDIAPIS.exe program will display error messages when the slash-delimited API manifest data cannot be successfully translated into US/EDIFACT within the manifest.txt file.
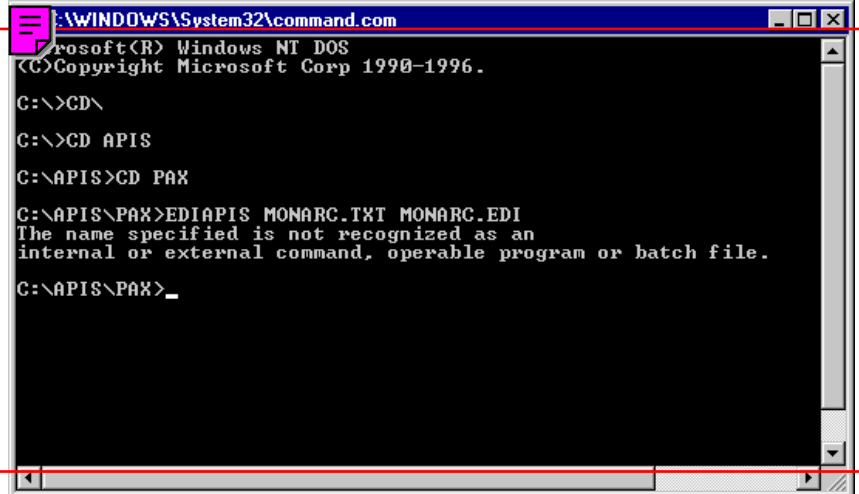
The error message displays a description of the problem. In case of syntax errors, the line containing the error is displayed above the error message line. This assists you in finding the syntax error in the original .txt file. For this reason it is advised that you read the error message carefully and identify the manifest line containing the syntax error before you close the DOS command window.

- Here are several examples of common error messages and how to correct them.

After utilizing one of the resolutions, run the EDIAPIS.exe program again.

| **Error Message:** **The name specified is not recognized as an internal or external command, operable program or batch file.** | ```
C:\WINDOWS\System32\command.com                    _ □ ×
Microsoft(R) Windows NT DOS
(C)Copyright Microsoft Corp 1990-1996.

C:\>CD\

C:\>CD APIS

C:\APIS>CD PAX

C:\APIS\PAX>EDIAPIS MONARC.TXT MONARC.EDI
The name specified is not recognized as an
internal or external command, operable program or batch file.

C:\APIS\PAX>_
``` |

Screen 33: Error message

Cause: The command line entered includes misspellings, or does not refer to an existing program in the designated folder, e.g., the EDIAPIS.exe program is not located in the designated folder.

Resolution:	A) Retype the command line correctly, or
	B) Open the designated folder, APIS/Pax or APIS/Crew to confirm the location of the original .txt file you desire to translate, or
	C) Ensure that the EDIAPIS.exe file is in the designated folder.

Error Message: **Unable to open input file.**

Screen 34: Error message |
Cause:	The designated .txt file does not exist in the specified folder.
Resolution:	A) Open the APIS/Crew folder and confirm that the designated .txt file exists in the folder. If not, save the original .txt API manifest data into the correct folder, or
	B) Specify the correct folder, within APIS, in the command line.

Error message:

Date of birth is invalid:

```
C:\WINDOWS\System32\command.com                    _ □ ×
Microsoft(R) Windows NT DOS
(C)Copyright Microsoft Corp 1990-1996.
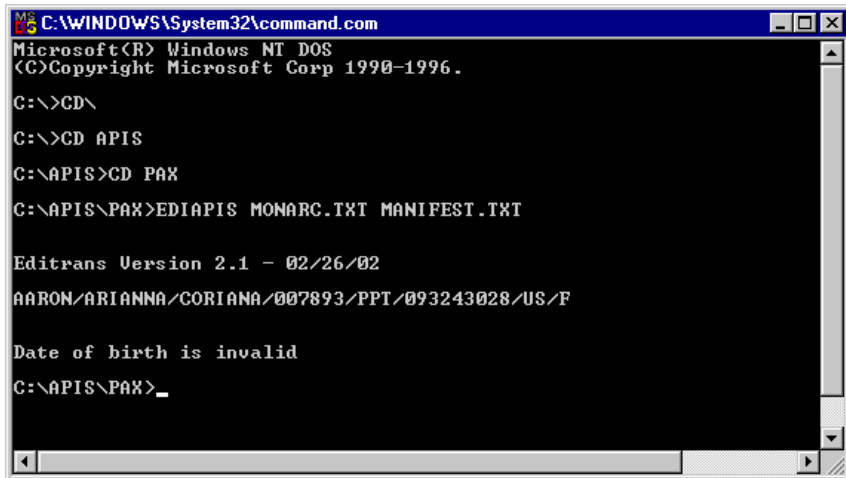
C:\>CD\

C:\>CD APIS

C:\APIS>CD PAX

C:\APIS\PAX>EDIAPIS MONARC.TXT MANIFEST.TXT

Editrans Version 2.1 - 02/26/02

AARON/ARIANNA/CORIANA/007893/PPT/093243028/US/F

Date of birth is invalid

C:\APIS\PAX>_
```

Screen 35: Error message

Cause:

The date of birth for a Passenger or Crewmember is not complete or the syntax is not correct.

Resolution:

A) The line containing the error is displayed above the error message line.

B) Open the original .txt file, locate line where the error occurred, correct the date of birth, and save the file.

Error message:

Required fields in the second header are not present.

```
C:\WINDOWS\System32\command.com                          _ □ ✕
Microsoft(R) Windows NT DOS
(C)Copyright Microsoft Corp 1990-1996.
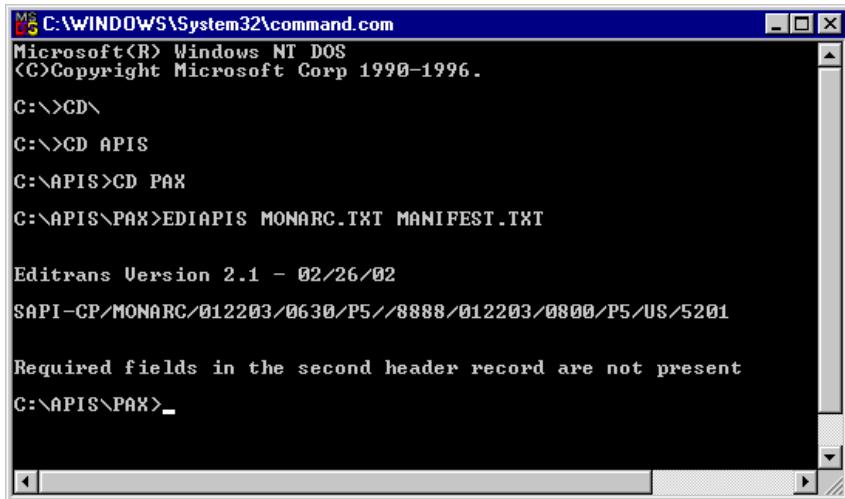
C:\>CD\

C:\>CD APIS

C:\APIS>CD PAX

C:\APIS\PAX>EDIAPIS MONARC.TXT MANIFEST.TXT

Editrans Version 2.1 - 02/26/02
SAPI-CP/MONARC/012203/0630/P5//8888/012203/0800/P5/US/5201

Required fields in the second header record are not present
C:\APIS\PAX>_
```

Screen 36: Error message

Cause:

The second header is missing or has incomplete slash delimited manifest data.

Resolution:

A) The line containing the error is displayed above the error message line.

B) Open the .txt file and input the required data in the second header.

Error message:

Invalid document type has been detected.

```
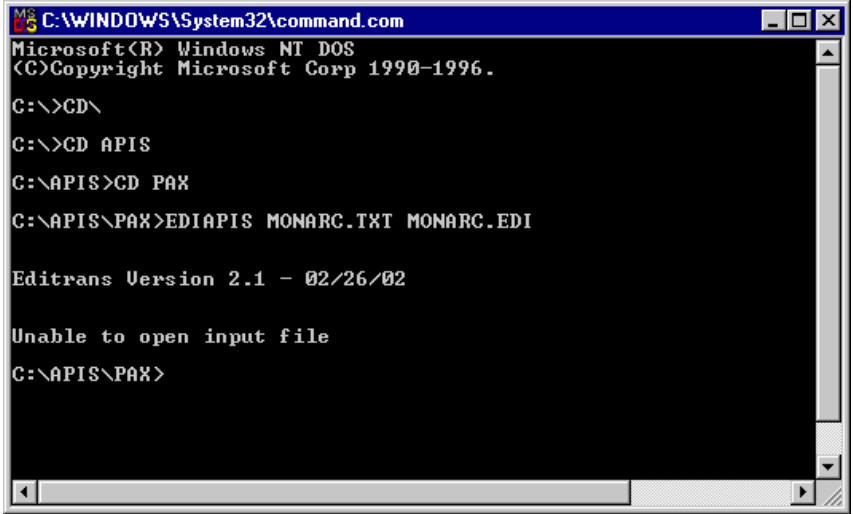C:\WINDOWS\System32\command.com                          _ □ ✕
Microsoft(R) Windows NT DOS
(C)Copyright Microsoft Corp 1990-1996.
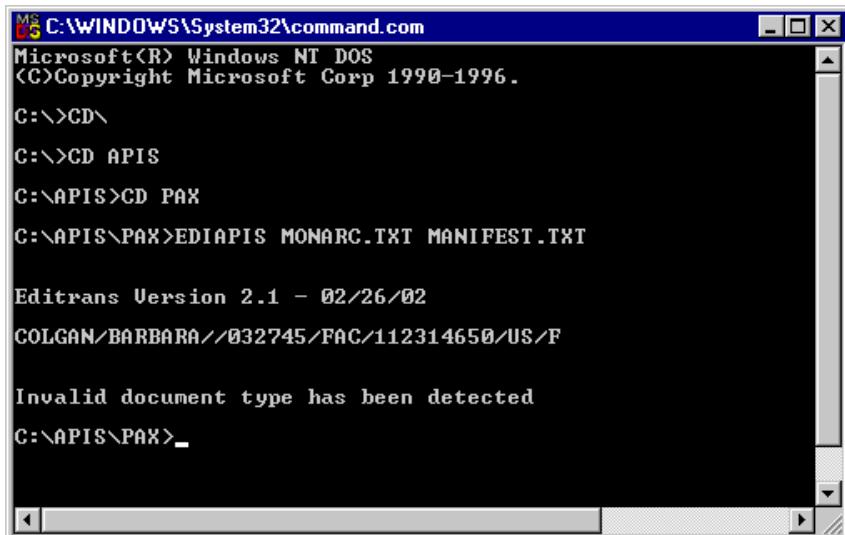
C:\>CD\

C:\>CD APIS

C:\APIS>CD PAX

C:\APIS\PAX>EDIAPIS MONARC.TXT MANIFEST.TXT

Editrans Version 2.1 - 02/26/02
COLGAN/BARBARA//032745/FAC/112314650/US/F

Invalid document type has been detected
C:\APIS\PAX>_
```

Screen 37: Error message

Cause:	A document type has been used that is not supported by EDIAPIS, e.g., using "FAC" as a document type.
Resolution:	A) A) The line containing the error is displayed above the error message line.
	B) Refer to the list of document types in the field descriptions in Step Four – Create Passenger Data.
	C) Open the original .txt manifest, replace unsupported document type with an acceptable document type, and save the file.

APPENDIX A – ACRONYM LIST

ACRONYM	DEFINITION
API	Advance Passenger Information
SAPI	Sea Advance Passenger Information
APIS	Advance Passenger Information System
CBP	Customs and Border Protection
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce, and Trade
.exe	Executable file
GDS	Global Distribution Service
IATA	International Air Transport Association
ISO	International Organization for Standardization
PAX	Passenger
POC	Point of Contact
.txt	Text Only
UN/ECE	United Nations/Economic Commission for Europe
VAN	Value Added Network

APPENDIX B – 2-CHARACTER COUNTRY CODE TABLE

ISO INTERNATIONAL COUNTRY CODES

Country Name / Description	2-Char Code
AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV

Country Name / Description	2-Char Code
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO

March 17, 2003

Country Name / Description	2-Char Code
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM

Country Name / Description	2-Char Code
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO

March 17, 2003

Country Name / Description	2-Char Code
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU

March 17, 2003

Country Name / Description	2-Char Code
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT HELENA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SEYCHELLES	SC

March 17, 2003

Country Name / Description	2-Char Code
SIERRA LEONE	SL
SINGAPORE	SG
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG

Country Name / Description	2-Char Code
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
VENEZUELA	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
YUGOSLAVIA	YU
ZAMBIA	ZM
ZIMBABWE	ZW

APPENDIX C – 4-DIGIT CBP PORT CODES

Note: A complete and up-to-date listing of port codes for U. S. Ports of Entry can be found at the www.customs.gov home page. Click on the "**ports**" link located on the bottom banner of the Web page.

CBP Port Name	4 Digit CBP Port Code
ABERDEEN-HOQUIAM	3003
AGUADILLA	4901
AKRON	4112
ALBANY	1002
ALEXANDRIA BAY	0708
ALGONAC	3814
ALLENTOWN	1119
ANACORTES	3010
ANCHORAGE	3126
ANNAPOLIS	1301
APALACHICOLA	1817
ASHLAND, WI	3602
ASHTABULA	4108
ASTORIA, OR	2901
BALTIMORE	1303
BANGOR	0102
BAR HARBOR	0112
BATH	0111
BATON ROUGE	2004
BATTLECREEK	3805
BEAUFORT-MOREHEAD CITY	1511
BEAUMONT	2104
BEECHER FALLS	0206
BELFAST	0132
BELLINGHAM	3005

March 17, 2003

CBP Port Name	4 Digit CBP Port Code
BIRMINGHAM	1904
BLAINE	3004
BOCA GRANDE	1807
BOSTON	0401
BOUNDARY	3015
BRIDGEPORT	0410
BRIDGEWATER	0127
BROWNSVILLE	2301
BRUNSWICK	1701
BURLINGTON	0207
CALAIS	0115
CAMBRIDGE	1302
CAPE CANAVERAL	1816
CAPE VINCENT	0706
CARRABELLE	1806
CHAMPLAIN-ROUSES POINT	0712
CHARLESTON	1601
CHARLOTTE	1512
CHARLOTTE AMALIE	5101
CHATEAUGAY	0711
CHESTER	1102
CHICAGO	3901
CHRISTIANSTED	5104
CLAYTON	0714
CLEVELAND	4101
COLUMBIA	1604
COOS BAY, OR	2903
CORAL BAY	5103
CORPUS CHRISTI	5312

CBP Port Name	4 Digit CBP Port Code
CRISFIELD	1304
CRUZ BAY	5102
DALTON CACHE	3106
DANVILLE	3012
DAVENPORT, IA	3908
DESTREHAN	2009
DETROIT	3801
DURHAM	1503
EASTPORT	0103
EL SEGUNDO	2711
ERIE, PA	4106
EUREKA	2802
EVERETT	3006
FAJARDO	4904
FALL RIVER	0407
FERNANDINA BEACH	1805
FERRY	3013
FOREIGN PORT FOR VESSELS	8888
FORT COVINGTON	0705
FORT FAIRFIELD	0107
FORT KENT	0110
FORT MYERS	1822
FORT PIERCE	5205
FREDERIKSTED	5105
FREEPORT, BAHAMAS	7422
FREEPORT, TX	5311
FRESNO	2803
FRIDAY HARBOR	3014

March 17, 2003

CBP Port Name	4 Digit CBP Port Code
FRONTIER	3020
GALVESTON	5310
GEORGETOWN	1602
GLOUCESTER	0404
GRAMERCY	2010
GRAND PORTAGE	3613
GRAND RAPIDS	3806
GREEN BAY	3703
GREENVILLE, MS	2011
GREENVILLE-SPARTANBURG	1603
GUAM	3299
GUANICA	4905
GULFPORT, MS	1902
HARRISBURG	1109
HARTFORD,CT	0411
HILO	3202
HONOLULU	3201
HOULTON	0106
HOUSTON	5301
HUMACAO	4906
HUNTSVILLE	1910
INTERNATIONAL FALLS-RANIER	3604
JACKMAN	0104
JACKSONVILLE	1803
JOBOS	4911
JONESPORT	0122
JUNEAU	3101
KAHULUI	3203

CBP Port Name	4 Digit CBP Port Code
KETCHIKAN	3102
KEY WEST	5202
KONA	3206
LAKE CHARLES	2017
LAURIER	3016
LAWRENCE	0416
LIMESTONE	0118
LONG BEACH	2709
LONGVIEW, WA	2905
LOS ANGELES	2704
MADAWASKA	0109
MANITOWOC	3706
MARINETTE	3702
MASSENA	0704
MAYAGUEZ	4907
MELLVILLE	0503
MIAMI	5201
MILWAUKEE	3701
MOBILE	1901
MONTEREY	2805
MONTREAL, CANADA	7925
MORGAN CITY	2001
MUSKEGON	3815
NASSAU, BAHAMAS	7423
NAWILIWILI-PORT ALLEN	3204
NEAH BAY	3027
NEW BEDFORD	0405
NEW HAVEN,CT	0412
NEW LONDON, CT	0413

March 17, 2003

CBP Port Name	4 Digit CBP Port Code
NEW ORLEANS	2002
NEW YORK SEAPORT	1001
NEWARK	4601
NEWARK, NJ	1003
NEWINGTON - TEST SITE	9999
NEWPORT	0501
NEWPORT NEWS	1402
NEWPORT, OR	2902
NORFOLK	1401
NORTH TROY	0208
NORTON	0211
OAKLAND	2811
ODGEN / ALLIED - SAN PEDRO, CA	2771
OGDENSBURG	0701
OLYMPIA	3026
ORANJESTAD, AURBA	7424
ORLANDO	1808
OSWEGO	0904
OTTAWA, CANADA	7929
PANAMA CITY	1818
PASCAGOULA, MS	1903
PENSACOLA	1819
PEORIA	3902
PERTH AMBOY	4602
PHILADELPHIA	1101
PITTSBURGH	1104
PLYMOUTH	0406
POINT ROBERTS	3017

CBP Port Name	4 Digit CBP Port Code
PONCE	4908
PORT ANGELES	3007
PORT ARTHUR	2101
PORT EVERGLADES	5203
PORT HUENEME	2713
PORT HURON	3802
PORT LAVACA	5313
PORT MANATEE, FLORIDA	1821
PORT SAN LUIS	2707
PORT ST. JOE	1820
PORT TOWNSEND	3008
PORTLAND	0101
PORTLAND, OR	2904
PORTLAND, OR AIRPORT	2910
PORTSMOUTH, NH	0131
PROVIDENCE	0502
RACINE	3708
REIDSVILLE	1506
RICHFORD	0203
RICHMOND-PETERSBURG	1404
ROCKFORD	3909
ROCKLAND	0121
SACRAMENTO	2816
SAGINAW-BAY CITY-FLINT	3804
SALEM	0408
SAN DIEGO	2501
SAN FRANCISCO	2809
SAN JOSE	2834
SAN JUAN	4909

March 17, 2003

CBP Port Name	4 Digit CBP Port Code
SAN JUAQUIN RIVER	2828
SAULT STE. MARIE	3803
SAVANNAH	1703
SEATTLE	3001
SEATTLE	3029
SHEBOYGAN	3707
SHREVEPORT I&C	2018
SITKA	3115
SKAGWAY	3103
SODUS POINT	0905
SPRINGFIELD	0402
ST. ALBANS	0201
ST. PETERSBURG	1814
STOCKTON	2810
SYRACUSE	0906
TACOMA	3002
TAMPA	1801
TOLEDO	4105
TORONTO, CANADA	7926
TROUT RIVER	0715
UTICA	0907
VALDEZ	3107
VAN BUREN, ME	0108
VANCEBORO	0105
VANCOUVER, CANADA	7922
VENTURA	2712
VICKSBURG, MS	2015
WEST PALM BEACH	5204
WILKES-BARRE/SCRANTON	1106

CBP Port Name	4 Digit CBP Port Code
WILMINGTON	1501
WILMINGTON, DE	1103
WINSTON-SALEM	1502
WORCESTER	0403
WRANGELL	3105